**Phase I of AGU chapman Application Information**

Proposed AGU Chapman Conferences can be held on the same or similar topics as previous or upcoming conferences as long as AGU scientists peer-reviewing the proposal see the scientific merit. Start your conference by following our checklist:

1. Create a written summary, including scientific topics, objectives, outcomes, and goals.

2. Prepare a preliminary list of key speakers and anticipated number of participants. Collect contact information for confirmed co-conveners.

3. Suggest conference dates, potential locations with explanation and duration.

4. Begin to line up co-sponsors and financial support.

5. Submit your Phase I application. After receiving peer-review from AGU scientists, incorporate those edits in your Phase II application that will provide granular information about sessions, format, attendees, and overall focus.

**Phase I of AGU Chapman application**

The first step of applying is quick: Provide basic answers to seven questions surrounding your Chapman idea. Your responses will be sent to multiple AGU scientists for review and providing feedback. At this stage of application, the primary convener should already:

* Have confirmed conveners and potential session chairs lined up.
* Session chairs should represent a diverse group of scientists including women, international participants, junior investigators (assistant professor or below), and participants from underrepresented groups.

To complete your Phase I application, submit a Word document to meetingsdirector@agu.org. You will receive notice of receipt. Applications are reviewed quarterly by AGU scientists.

**Naming convention for Word document application:** Primary Convener Name \_ Topic Name \_ Phase I

**Phase I application, AGU Chapman Conference. Please answer the following questions.**

1. What is your meeting topic?
2. Why is this topic important right now?
3. What objectives do you want to accomplish? (Are you answering questions/soliciting feedback, etc. … What programmatically do you want to achieve with these specific attendees?)
4. What outcomes will come from this conference? (publication potential; project teams; new hypothesis testing, etc.)
5. How long do you think this conference should last (days, etc.)? With a field trip? What types of sessions and interactivity do you envision?
6. What role do student/early career scientists play in this conference?
7. Have you sought financial sponsorship from any organizations or do you plan on seeking financial sponsorship? Please explain and list organizations.

**Please provide information on the conveners of this conference:**

**Primary convener:**

**Title and organization:**

**Address:**

**Phone number and email:**

**Primary responsibility:**

Attendee Recruitment/Marketing Sponsorship/Fundraising
Program Development

**CoConvener:**

**Title and organization:**

**Address:**

**Phone number and email:**

**Primary responsibility:**

Attendee Recruitment/Marketing Sponsorship/Fundraising

Program Development

**CoConvener:**

**Title and organization:**

**Address:**

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